

CONTRACT PERIODIC/DELIVERABLE EVALUATION

1. Contract Number		2. Type of Contract		3. Contractor																																																			
4. Contract Title			5. Task Order Number		6. Task Order Name																																																		
7. EVALUATION TYPE		8. COMPLEXITY		9. CRITICALITY																																																			
a. Periodic: <input type="checkbox"/> b. Deliverable: <input type="checkbox"/>		a. Routine <input type="checkbox"/> b. Medium <input type="checkbox"/> c. Complex <input type="checkbox"/>		a. Low <input type="checkbox"/> b. Medium <input type="checkbox"/> c. High <input type="checkbox"/>																																																			
			10. EFFORT EXPENDED																																																				
			a. TSMs: _____ b. Costs: \$ _____ c. TSM Rate: \$ _____																																																				
11. PERIODIC EVALUATION			12. DELIVERABLE EVALUATION																																																				
a. Description: _____ b. Period: _____			RESUBMISSION <input type="checkbox"/> a. Description: _____ b. Date Due: _____ c. Date Received: _____																																																				
13. EVALUATION RATING <i>(An explanation in the narrative block is mandatory for each Excellent, Marginal or Poor rating assigned.)</i>																																																							
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">Excellent</th> <th style="width: 15%;">Good</th> <th style="width: 15%;">Satisfactory</th> <th style="width: 15%;">Marginal</th> <th style="width: 15%;">Poor</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Excellent	Good	Satisfactory	Marginal	Poor																																													
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14. OVERALL EVALUATION RATING																																																							
15. Narratives																																																							
16. Task Officer <i>(Typed Name and Title)</i>		17. Task Officer Signature		18. Date																																																			
19. COR <i>(Typed Name and Title)</i>		20. COR Signature		21. Date																																																			
				22. Date sent to contractor																																																			
23. Directorate Reviewer <i>(Typed Name and Title)</i>		24. Directorate Reviewer Signature		25. Date																																																			

INSTRUCTIONS

General Information: This revised DISA Form 245 provides criteria for evaluation of either on-going technical support or evaluation of tangible deliverables. This edition replaces DCA Form 235, DCA Form 245 and DCA Form 133 (JDSSC/DSSO's Test Form). This form serves primarily as a permanent record of DISA's receipt of non-personal services and if applicable may also be used as supporting documentation to assist evaluators in award fee evaluations. This form allows room for mandatory narratives and provides documentation of the date a completed evaluation form is provided to the contractor.

1. Contract Number: Enter Contract Number.
2. Type of Contract: Enter Type of Contract, i.e. CPAF, CPFF, FFP, etc...
3. Contractor: Enter the company name of the contractor.
4. Contract Title: Enter the primary activity performed, organization supported and or the title of the contract, abbreviate as required.
5. Task Order Number: If applicable, enter the Task Order Number under which this deliverable is being evaluated.
6. Task Order Name: Enter the name of the Task or Task Order, abbreviate as required.
7. Evaluation Type: Select Periodic if the Contract is for on-going support and evaluate the appropriate period. Select Deliverable if a tangible deliverable has been submitted, or re-submitted if not approved under a previous submission.
8. COMPLEXITY: Select the level of complexity of the task being evaluated.
9. CRITICALITY: Select the level of mission impact or criticality of the task being evaluated.
- 10.(a-c) EFFORT EXPENDED: Enter the resources expended, if known.
 TSMs: Enter the amount of Technical Staff Months.
 Cost: Enter the cost associated with this Task Order for the period of this evaluation if this is a Periodic Evaluation.
 If this is a Deliverable Evaluation enter the cost associated with the deliverable.
 TSM Rate: Enter the Technical Staff Month Rate. This rate should be compared to the basic contract TSM rate for purposes of monitoring overruns.
- 11.(a-b) PERIODIC EVALUATION: Leave this section blank if this is a Deliverable Evaluation.
 Description: Enter the appropriate Task Request(s), Deficiency Report(s), etc...
 Period: Enter the period covered by this evaluation.
- 12.(a-c) DELIVERABLE EVALUATION: Leave this section blank if this is a Periodic Evaluation. Resubmissions should be marked as such.
 Description: Enter the type of deliverable being evaluated.
 Date Due: Self Explanatory.
 Date Received: Self Explanatory. If deliverable is rejected a separate DISA Form 245 is required for each re-submission.
- 13.(a-g) EVALUATION RATING:
 Requirement Met: Indicate how well the overall requirement was met. Rate the Contractor's independent contribution in completing the task as compared to their reliance on technical assistance provided by the Government.
 Adherence to Schedule: For Periodic Evaluations indicate how timely and efficient the Contractor's response to the tasking was for the period. For Deliverable Evaluations indicate a high rating if the deliverable was on time or if a delay was caused by the Government, a medium rating if a minimal delay occurred and was caused by the Contractor with only minor negative operational impact, or a low rating if the deliverable was delayed by the Contractor and/or was otherwise late.
 Responsiveness to Changes: Evaluate the Contractor on their ability to quickly adjust, adapt and produce, given the changing nature of Government requirements. The cost efficiency and expedience of the Contractor's response should be considered.
 Staffing Mix: Rate the Contractor on the level and mix of expertise assigned. (Too high, too low, etc...)
 Cost Control: Analyze the Contractor's management capability to control resource expenditures. Is the Contractor taking active steps to reduce Government costs, to reduce the Technical Staff Month Rate, and to complete the Contract within the scheduled cost? Is the Contractor tracking and reporting the cost information in a format useful to the Government?
 Innovation/Initiative: Classify the Contractor's creativeness in solving problems and accomplishing effective improvements without negatively impacting operational requirements. Are the Contractor's innovations and initiatives prudent?
 Quality: Interaction/Accuracy: For Periodic Evaluations evaluate if the Contractor is disclosing critical problems and providing timely, accurate and informative reporting. For Deliverable Evaluations determine if the deliverable is in accordance with applicable standards, goes into sufficient depth of analysis and if the deliverable is free from error in content and presentation.
 OVERALL RATING: Indicate the appropriate Overall Rating for the period of this report if a Periodic Evaluation. Indicate the appropriate Overall Rating for the content of the deliverable if a Deliverable Evaluation.
14. Narratives: Written narratives are of paramount importance to the Government as well as the Contractor. Amplify each Excellent, Marginal and Poor rating assigned with tangible examples of the Contractor's shortcomings and strong points. Narratives for Good and Satisfactory ratings are optional.
15. Task Officer: Enter the name and title of the Task Officer and the date the completed evaluation is signed.
- 16 - 18 COR: Enter the name and title of the Contracting Officer's Representative (COR) and the date the completed evaluation is reviewed and signed. The COR shall enter the date the completed form is sent to the contractor, retain a file copy and then forward the original form to the Contracting Officer. Note: If required, mandatory narratives must be provided for form to be complete.
- 19 - 22 Directorate Reviewer: Enter the name and title of the Directorate Reviewer and the date they sign the form.
- 23 - 25